

## Managers – MCtime Pay Period Close Checklist

Employees receive Email Notification to approve their timecards between 11am – 12pm, Monday  
Managers receive Email Notification to approve employee timecards between 11am – 12pm, Tuesday

Reviewed By:		Pay Period Dates:	
	TASK	DESCRIPTION	<input checked="" type="checkbox"/>
1	Correcting Timecard Errors	Managers may correct any timecard error(s) or contact the employee to correct any error(s). If the employee has approved the timecard, the employee must first un-approve the timecard before the error(s) can be corrected.  <b>Note:</b> If the manager makes a change to an employee approved timecard, an automatic email will be sent to the employee as a notification that a change was made after the timecard was approved.	
2	Check for 80+ Hours	Review the <b>Pay Period Close Genie</b> , using the " <b>All Home</b> " hyperfind. Sort the genie by the "Total Hours Towards Schedule" column. Are there any employees that have more than 80 hours in the "Total Hours Towards Schedule" column? If yes, research and determine if timecard changes are necessary.	
3	Check for Full Time Regular employees with less than 80 hours	Review the <b>Pay Period Close Genie</b> using the " <b>All Home</b> " hyperfind. Sort the genie by the "Total Hours Towards Schedule" column. Are there any employees that have less than 80 hours in the "Total Hours Towards Schedule" column? If yes, research and determine if timecard changes are necessary.	
4	Review Overtime and Comp Leave Hours Earned	Perform a reasonableness check on the amount of overtime or comp leave earned by employees. 1. Select the <b>Pay Period Close Genie</b> . Select the appropriate employee group. 2. Sort all employees by the <b>Total OT Hours</b> column. 3. Highlight all employees that have earned overtime hours of <u>eight or more hours</u> . (Ok to review all employees with overtime hours if time allows.) 4. Click on the Timecard launch button to review individual timecards. Review days that reflect daily totals in excess of 8 (9, 10 if alt work schedules) hours. Look for the following error conditions. A. Hours worked combined with leave usage > scheduled hours, For example, Hours Worked = 8.0 and Annual Leave used = 8.0. B. Duplicate rows of hours worked of 8 hrs in one day.	
5	Review Flex Hours Worked for <b>Non-exempt</b> Employees	Use the <b>Pay Period Close Genie</b> and the " <b>Flex Hrs Wrked – NE</b> " hyperfind to review employee timecards. Flex Hours Worked must be used to flex hours <b>within</b> the workweek. Employees may <b>not</b> flex hours between work weeks.	
6	Review Flex Hours Worked by <b>Non-Exempt</b> Employees on a <b>Compressed</b> Schedule	Use the <b>Pay Period Close Genie</b> and the " <b>Flex Hrs Wrked – NE-Compressed</b> " hyperfind to review employee timecard. Flex Hours Worked must be used to flex hours <b>within</b> the workweek. Employees may <b>not</b> flex hours between work weeks.  <b>Note:</b> If you are performing this Payroll Close Checklist on Friday or Saturday of the current pay period, remember that employees on a Friday Compressed Schedule can be found in the Previous Pay Period because they use an alternate display for reporting their time.	

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7	Review Flex Hours Worked by <b>Exempt</b> Employees on a <b>Compressed</b> Schedule	Use the <b>Pay Period Close Genie</b> and the " <b>Flex Hrs Wrked – EX &lt; 25 Compr</b> " hyperfind to review employee timecard. Flex Hours Worked can be used to flex hours within the workweek as well as between work weeks.  <b>Note:</b> If you are performing this Payroll Close Checklist on Friday or Saturday of the current pay period, remember that employees on a Friday Compressed Schedule can be found in the Previous Pay Period because they use an alternate display for reporting their time.	
8	Review Transfers	If there is a Transfer ensure that employee has used the correct account codes. Note that if a Project-Task is used, there <u>must be</u> an Expenditure Code entered with the Project-Task.	
9	Review Pay Code Moves	Review each timecard for any pay code moves. If a pay code move was processed, the 'Moved Amounts' tab appears in the bottom left portion of the timecard window. Take note that each pay code move uses the correct pay code and duration of hours. There is a Pay Code Move Job Aid found on the resources tab on the MCtime Informational Website.  <b>NOTE:</b> There should not be negative balances when viewing the Totals and Schedule tab information.  If there is a transfer in the body of the timecard, and a Pay Code Move is performed, remember to also include the transfer account code information in the Pay Code Move.	
10	Review Shift Differential Codes	Review the <b>Shift Diff Totals MCGEO-UNREP Genie</b> using the " <b>All Home</b> " hyperfind. Review each employee record and validate that the <b>SD TOTALS</b> column totals do not total higher than the number of <b>Total Reg Hours</b> column. The <b>Shift OT Totals</b> column should not be higher than the hours recorded in the <b>Total OT Hours</b> column.  <b>Note:</b> Leave hours are not eligible for Shift Differentials, please verify there are no Shift Differential hours associated on hours where leave was used.	
11	Review Multilingual Differential Codes	Multilingual hours are automated for all regular hours worked. Multilingual Overtime hours must not be higher than the number of Overtime Hours Worked.  <b>Note:</b> MCGEO employees must <u>use</u> the language in order to receive the Multilingual Overtime Differential.	
12	Review Holiday Credits  (This step only needs to be completed for those pay periods that include a holiday).	Use the <b>Holiday Credits Genie</b> with the department:  1) Sort on the <b>HOL</b> column to "float" the hours to the top of the column. The number of hours should be equal to the number of hours the employee is normally scheduled to work on that day.  2) Sort on the <b>CLH</b> column to "float" the hours to the top of the column. The number of hours should reflect the number of hours the employee is taking as Comp Leave Earned for the Holiday for taking an alternate day off since the holiday falls on their normally schedule day off.  3) Sort on the <b>HDP</b> column to "float" the hours to the top of the column. The number of hours should reflect the number of hours the employee is requesting holiday pay (in lieu of Comp Leave) because the employee is not taking an alternate day off.	

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	Review Holiday Credits Continued	<b>Note:</b> Generally, there should not be hours in any combination of the three columns, such as 8 HDP and 8 HOL. If an employee works 8 hours, they should not have more than 8 hours in any of the columns (same for 9, 10 or 12 hours)	
13	Approve Timecard	<b>Note:</b> All employees for the department need to be approved regardless of whether they have worked hours or not.	
14	Timecard Approvals - Active Employees	Using the <b>Pay Period Close Genie</b> and the " <b>All Home</b> " hyperfind, check that all " <b>Active</b> " timecards have been approved employees.	
15	Timecard Approvals - Terminated Employees	Using the <b>Pay Period Close Genie</b> and the " <b>Terminated Employees</b> " hyperfind, check to see if there are timecards for Terminated Employees that need to be approved by a manager. If yes, review and approve (or follow up with the appropriate manager and request approval).	
16	Timecard Approvals - Inactive Employees	Using the <b>Pay Period Close Genie</b> and the " <b>Inactive Employees</b> " hyperfind, check to see if there are any timecards for employees on Leave of Absence. All hours worked should be approved by a manager.	
17	Pay Period Close Review Complete	Please respond to any outstanding emails or voicemails from Payroll, otherwise, you are done. Once you have completed these steps, Payroll will begin its review of the department timecards.	
18	Importance of Schedules	<b>Note:</b> While reviewing timecards, if you see red boxes outlining many days, this could be an indicator that the schedule entered for the employee is not being worked. A schedule change form may be required to enter the correct schedule into MCTime for the employee.	

**NOTE: Refer to the MCTime Informational Website to access Forms, Resources and Frequently Asked Questions.**

[www.montgomerycountymd.gov/mctime](http://www.montgomerycountymd.gov/mctime)